



## PLANET KIDS OPERATIONAL POLICIES

Planet Kids at NWK Sports, is a **STATE LICENSED** school-age program, that offers after-school care, summer camp, and school-year camp,

### FACILITY

Planet Kids operates out of Northwest Kids Sports Complex (NWK). NWK has 20,000 square feet of indoor and outdoor play space. The indoor space has spring floors, a tumble track, air floor, cargo net, foam pit, climbing ropes, balance beams, bars, and other fun gymnastics equipment. The outdoor space has a great pool with water slides and a completely fenced in 6,000 square foot field.

### GENERAL INFORMATION

Planet Kids (#546080)  
Northwest Kids Sports Complex  
12212 Leopard Street  
Corpus Christi, TX 78410

web: [www.nwksports.com](http://www.nwksports.com)  
phone: (361) 241-0952  
email: [nwk@nwksports.com](mailto:nwk@nwksports.com)

#### Director Information

name: Michelle Sanders  
email: [msanders@nwksports.com](mailto:msanders@nwksports.com)  
phone: (361) 241-095

### HOURS OF OPERATION

#### AFTERSCHOOL CARE

Afterschool care is offered during the months of August through June on Calallen ISD school days. Hours of operation are from the end of the regular school day until 6:00 PM. Afterschool care is also provided on early release days.

#### SCHOOL-YEAR CAMP

Day camp is offered August through June, during the Calallen ISD school year breaks. Hours of operation are weekdays, Monday through Friday, from 7:30 AM until 6:00 PM. Planet Kids is closed on nationally recognized holidays.

#### SUMMER CAMP

Weekly summer camp is offered June through August, during the Calallen ISD summer break. Hours of operation are weekdays, Monday through Friday, from 7:30 AM until 6:00 PM. Planet Kids is closed on nationally recognized holidays.

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## TUITION AND BILLING

### ELECTRONIC PAYMENT AUTORIZATION

In order to enroll in Planet Kids Afterschool Care and Summer camp an authorized electronic payment method must be on file. Tuition will be charged on a monthly bases for after school care and one week prior to the start date of the summer camp weeks chosen.

Planet Kids accepts the following electronic payment methods:

- AUTOMATIC BANK DRAFT (NACHA)
- CREDIT CARD (We accept Visa, Mastercard, and Discover)

### CANCELATION OF AUTOMATIC BILLING

#### AFTER SCHOOL CARE

1. Login to "myNWK" parent portal account
2. Click the ENROLLMENT tab (left side)
3. Click the VIEW ENROLLMENT button
4. Click the DROP ENROLLMENT OR TRANSFER button, and submit the date for the desired drop/transfer date to take effect. Use the message field to indicate a reason for the drop request.
5. upon receiving a request NWK will update the enrollment accordingly and make contact for further information as needed. A email will be sent indicating the status of drop/transfer requests.

#### SUMMER CAMP

Email the main office at [nwk@nwksports.com](mailto:nwk@nwksports.com). Email must be received 2 weeks prior to the start of the camp week the cancellation is to take effect. Email must include the child's name and dates of camp week a parent intends to cancel. Deposits are non-refundable and non-transferable.

## ACTIVITIES

### OUR SPECIALTY ACTIVITIES - *WHAT MAKES US DIFFERENT*

- Gymnastics Tumbling Swimming Cheerleading Dance Ninja Kids
- Sports Cross Training Kid Fit Challenge Team Sports Team Building Activities Individual & Team Games

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## EQUIPMENT

Planet Kids is equipped with a foam pit, bars, balance beams, spring floor, vault, a tumble track, air floor, spring boards, mini tramps, rings, climbing ropes, training mats, and various other training aids. This equipment is fundamental to the core development of many Planet Kids activities and is not subject to the safety requirements specified in the childcare minimum standards. For a child to participate, a parent must provide written consent on the Planet Kids Enrollment Form.

## WATER ACTIVITIES

Participation in water activities requires a parent to give consent on the Planet Kids Enrollment Form. General water play activities include sprinkler play, splash pads, and wading pools. Swimming pool activities take place at the NWK pool. The NWK pool is usually open during the months of April through October.

### GENERAL SWIM

Children have the opportunity to participate in a free swim rotation. For the safety of all children, Planet Kids requires a child to pass a basic swim test that demonstrates his/her ability to safely swim in the deep end of the pool without assistance or use of a flotation device.

### SWIM LESSONS (SEMI-PRIVATE)

NWK Sports offers semi-private lessons (2 students to 1 instructor). Available swim lessons dates and times are located online.

## ENROLLMENT

### CHILD ELIGIBILITY

- A child must be 5-12 years old.
- A child must be able to take responsibility for and handle his/her own personal hygiene.
- A child must be able to follow instructions and comply with the all rules and guidelines.
- A child must be able to take responsibility for and handle interaction with others.
- A child is required to have his/her immunization records, tuberculin test, hearing and vision screenings on file at their school.



**POOL SAFETY** In the past, Planet Kids did allow children to use flotation devices, but after MUCH consideration, the director determined that a child's presence in the pool area who is unable to swim, puts the child at a much higher risk of drowning should they accidentally fall into the pool. Learning to swim is a necessity and could save a life one day. It is strongly recommended that all children enroll in swim lessons.

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## REQUIRED REGISTRATION PROCEDURES

Planet Kids requires each parent to complete following:

- Step 1** Login to myNWK Parent Portal and enroll in Planet Kids program
- Step 2** Submit the Planet Kids Enrollment Form.

## ADDITIONAL REQUIREMENTS

- A parent must have completed the required registration procedures and paid all required tuition and fees prior to a child attending.
- A parent must have a recurring electronic payment method stored on file in the myNWK Parent Portal.
- A parent must ensure that all enrollment information on file is correct.

## DISCIPLINE AND GUIDANCE

DISCIPLINE AND GUIDANCE IS INDIVIDUALIZED AND CONSISTENT FOR EACH CHILD, APPROPRIATE TO EACH CHILD'S LEVEL OF UNDERSTANDING, AND DIRECTED TOWARDS TEACHING ACCEPTABLE BEHAVIOR AND SELF-CONTROL. BEHAVIOR ISSUES ARE RECORDED IN THE CHILD'S RECORD AND PARENTS WILL BE NOTIFIED WHEN THEY ARISE.

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## ACCEPTABLE DISCIPLINE & GUIDANCE METHODS

Planet Kids staff use only positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction. Planet Kids positive discipline methods include:

- Praise and encouragement of good behavior;
- Reminding children of behavior expectations daily through clear, positive statements;
- Redirecting behavior using positive statements; and
- Supervised time out which is no more than one minute per year of a child's age.

## PROHIBITED DISCIPLINE & GUIDANCE METHODS

Planet Kids prohibits the use of Discipline and guidance methods that include the harsh, cruel, or unusual treatment of a child including:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;

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- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed or open; and
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

## SUSPENSION & EXPULSION

ON OCCASION, PLANET KIDS STAFF MAY HAVE TO REMOVE A CHILD FROM THE PROGRAM. REASONABLE EFFORTS WILL BE MADE TO WORK WITH A CHILD AND THEIR FAMILY TO PREVENT THIS FROM HAPPENING.

### TYPES OF ACTIONS

#### CHILD ACTION NOTICE

Depending on the severity of the infraction, a first time offense may warrant permanent suspension from the program. Examples of child actions that result in suspension/expulsion are as follows:

- Failure to adjust behavior within a reasonable amount of time,
- Uncontrollable tantrums and/or anger outbursts, or
- At risk of causing serious injury to others and/or their own self.

If it's determined staff can no longer safely and/or reasonably accommodate a child, the parent will be contacted to pick up the child immediately.

#### PARENT ACTION NOTICE

Parents are held responsible for their actions and the actions of all persons listed on the enrollment form. The following list contains examples of parent driven actions that result in suspension/expulsion:

- Violating policies and procedures,
- Unresolved custody disputes,
- Excessive late pick-ups,
- Offensive conduct or language, or
- Threatening staff, children, and/or other families.

**NO REFUNDS OR CREDITS WILL BE GRANTED WHEN A CHILD IS SUSPENDED OR EXPELLED.**

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## FOOD SERVICE

### CAMP DAYS

- Camp meal times include morning snack, lunch, and afternoon snack.
- Parents should send their child with a morning snack and sack lunch that does not require refrigeration or warming.
- Planet Kids provides an afternoon snack.
- Meals are served cafeteria style and are not prepared at the facility.
- Menus are available in the locker room.

### AFTERSCHOOL CARE

- Planet Kids provides an afternoon snack.
- Snack is served cafeteria style and is not prepared at the facility.
- Snack menu is available in the locker room.

### VENDING MACHINE

You may provide your child money to purchase snacks and/or drinks from the vending machines. Reloadable vending machine cards are also available for purchase. Vending machine cards are kept on file in the main office.

## ILLNESS & INJURY

### MINOR INJURIES

Parents will be notified when a child sustains a minor injury. Parents must sign an incident report to be kept on file. A copy will be made available to the parent.

### ILLNESS EXCLUSION CRITERIA

Planet Kids will not allow a child to be in care if any of the following conditions exist:

- The illness prevents the child from participating comfortably in the activities, including outdoor play;
- The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;
- The child has an oral temperature above 101 degrees that is accompanied by behavior changes or other signs or symptoms of illness such as lethargy, abnormal breathing, uncontrolled diarrhea, vomiting, rash, and mouth sores with drooling; or

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- A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate the child is no longer contagious.

## RETURN TO CARE

A child may return to care when free of any symptoms of illness for 24 hours, or after Planet Kids has received a statement from a health-care professional indicating the child no longer has an excludable illness or disease.

## ILLNESS WHILE IN CARE

Should a child becomes ill while in our care, they will be separated from the other children in the group. A parent will be contacted to pick them up. If unable to reach a parent, staff will call the emergency contact listed on the enrollment form. Planet Kids staff will provide appropriate attention and supervision until child is picked up. Ill children should be picked up within a 1/2 hour from the time of notification.

## MEDICAL EMERGENCIES

In the event a child comes down with an illness or sustains an injury requiring the immediate attention of a health-care professional, staff will:

- Contact emergency medical services by calling 911 and/or transport the child to the nearest emergency room;
- Give the child first-aid treatment and/or CPR when needed;
- Contact the child's parent, or emergency contact if the parent can't be reached;
- Contact the health-care professional identified in the child's record; and
- Ensure the safety and supervision of other children in the group.

## CHILD SAFETY PRACTICES

### DISPENSING MEDICATION

Staff does not administer medication.

### SUN SCREEN & INSECT REPELLENT

Staff does not apply nor provide sunscreen and/or insect repellent. If desired, these should be applied prior to facility arrival. Sunscreen and insect repellent may not be brought to Planet Kids.

### EMPLOYEE VACCINATIONS

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Staff is not required to receive vaccines for vaccine-preventable diseases. This decision is left up to the sole discretion of each staff member.

## SIGN IN AND OUT POLICIES

- Children must be signed in and out daily.
- Children will only be released to a parent or a person designated by the parent on the Planet Kids Admission Form after verification of ID.
- Parent will be contacted by phone if person picking up child is not on the pick-up list.
- With parent permission, children may be released to the care of a sibling under 18 years. Permission must be given on the Planet Kids Admission Form.
- Person signing out child will be responsible for relaying information to parents.
- Planet Kids reserves the right to refuse to release a child to any person if circumstances so warrant.
- Late Pick-Up Fees: Children must be picked up no later than 6:00 PM. Late pick-up fees will be assessed, \$5 for every 5 minute increment. Payment is due the next day.

## EMERGENCY PREPAREDNESS PLAN

Refer to supplemental booklet.

## WHAT TO WEAR

### CLOTHING

Planet Kids recommends children wear a t-shirt and athletic shorts each day. A swim suit and towel is required to participate in scheduled water and/or swimming activities.

### FOOTWEAR

Athletic shoes are required for participation in outdoor activities. Children will be asked to remove shoes and socks during indoor activities to help alleviate slips and falls on equipment.

## PERSONAL PROPERTY

### LOCKERS

Each child is assigned a locker for their personal belongings. The lockers do not "lock" and should remain "unlocked." Personal locks brought from home are prohibited.

### LOST & FOUND



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If an item is missing, a parent should check the lost and found. If unsuccessful, an email should be sent to the office. The email should include the child's name, program, parent name, contact number, and a brief description of the missing item.

## PERSONAL PROPERTY POLICY

Planet Kids strongly recommends that children do NOT bring cell phones, tablet's, I-pod, or other personal electronic devices. The operation is not responsible and will not replace ANY items damaged, lost, and/or stolen.

## TRANSPORTATION

### TRANSPORTATION

#### AFTERSCHOOL CARE

The afterschool program provides courtesy transportation from the child's school to the facility for Planet Kids children attending at Magee Intermediate, Woodriver Primary, and East Primary. A parent must give Planet Kids consent to transport on the enrollment form. Children transported by Planet Kids must adhere to strict safety rules. Children must remain seated and follow the staff's directions at all times. Because of our safety requirements, any violation of this transportation policy may result in restriction of your child being transported.

If your child does not need to be transported from school nor will not be dropped off, you must notify the front desk by 1:00 p.m. If your child will be routinely absent one day a week for activities such as tutoring, school plays, etc., inform the front desk of the day and duration; this will alleviate the necessity of calling each week. We ask you to contact us so we can ensure the safety of each child. There are no refunds for absenteeism.

## PARENT INFORMATION

### VISITING THE FACILITY

Parents are always welcome to visit during program hours. For safety and security reasons, parents will not be allowed to participate in program activities and must remain in designated observation areas. Visiting parents must check in with the main office at time of visit to obtain authorization.

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### NOTIFICATION OF POLICY CHANGES

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Please verify your myNWK parent portal account has the correct email address on file. You will be notified of any program changes through the primary email address listed on your account.

## PARENT CONCERNS

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The director is available to discuss questions or concerns a parent may have regarding operational policies and procedures. A parent may schedule an appointment through the main office, and/or email the director.

## CHILD CARE LICENSING

### MINIMUM STANDARDS

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Parents may review a copy of the minimum standards and the program's most recent inspection in the main office.

### CONTACT INFORMATION

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Texas Abuse and Neglect Hotline	(800) 252-5400
Local Licensing Office	(361) 878-3471
Department of Family & Protective Services	<a href="http://www.dfps.state.tx.us">www.dfps.state.tx.us</a>